



*“Advancing and Stretching
Your Knowledge”*

Human Resource Institute

Employee Relations Courses

Courses:

Contact Hours:

Advanced Conflict Resolution Skills	3.0
Advanced Consulting Skills	6.5
Americans With Disabilities Act (ADA)	3.25
Basic Mediation Skills	20
Best Practices – Discipline and Termination	3.0
Coaching and Mentoring Skills	6.5
Equal Employment Opportunity Assessments	3.25
Equal Employment Opportunity Complaints and Investigations	3.25
Employment Law/Personnel Recruitment and Selection Process	3.25
Fundamentals of Equal Employment Opportunity (EEO) Law	3.25
Managing Equal Employment Opportunity Programs and Equal Employment Opportunity Reporting	3.25
Management/Supervisory Styles and How to Effectively Apply Them	6.5
Negotiation Skills	6.5
Understanding and Using the Grievance Procedure	3.0